

Minutes

Process Standardization Working Group Meeting

Thursday, July 18, 2002, 9:00 a.m. – 4:00 p.m.

LOCATION: GCSECA, 120 North 44th Street, Suite 100, Phoenix, AZ

Topic	Lead	Anticipated Outcome
1 Welcome, Introductions, Sign-In, and Approval of Minutes	Evelyn Dryer	Evelyn Dryer welcomed participants to the full group session of the Process Standardization Working Group meeting ("PSWG"). A sign-in sheet was circulated. Minutes from the April 18, 2002 meeting were approved with one change. Barbara Keene's name needs to be added to the list of attendees.
2 Issue 102 & 129 – 867 Corresponding with VEE Rules	Shirley Renfro	Participants agreed to accept the proposed changes to the 867 documents except for one outstanding issue concerning REF Loop N1. Shirley will accept all changes and route a final version for approval at the next meeting. Action Item: Shirley Renfro (Pinnacle West), Pat Cassiday (SRP), and Tony Gillooly (TEP), will confer to determine if an additional REF point will be added for the ESP account number or the UNI.
3 Status of PSWG approved documents sent to Utilities Division Director for approval as the State standard.	Evelyn Dryer	Nothing sent yet to the Utilities Division Director. Action Item: Paul Taylor (RW Beck/Citizens) will draft letter and send to Evelyn Dryer for her signature to send to the Director.
4 Issue 137 – Do we need to modify the 867 to include two adjustment codes: Adjusted Estimated and Adjusted Actual in the MEA07 field. This will also require an update to the VEE document.	Kimarie Aycock & Shirley Renfro	Participants agreed there is no need for additional codes. An explanation to clarify a point will be added to the comment section to state Estimation supercedes Adjusted regarding any data. Action Item: Shirley will add an explanation to the 867 document to clarify the use of estimated and adjusted.
5 Issue 130 – Need to create a glossary of Direct Access terms.	Evelyn Dryer	The Glossary is in the process of being updated. Action Item: Participants will e-mail their information to Jenine Schenk as soon as possible. Action Item: Jenine will combine all information into one document.
6 Issue 138 – What happens to the non-residential customer over 100,000 kWh (annually) if they choose an ESP and want to return to standard offer?	Evelyn Dryer	TEP and APS handed out position papers and the Cooperatives stated they are considering taking the customer back if there is capacity to serve them; however, if there is insufficient capacity to serve them, the customer will be charged at market price. Staff requested additional discussion concerning possible changes to the Rules.

7	Issue 141 – What will Utilities do when they approached by inactive ESP's who completed compliance testing and now are asking to become active in their territory?	Evelyn Dryer	<p>If an inactive ESP returns to a service territory with a name change, the provider will be referred back to ACC Staff for certification update/verification. If the current name does not match the ACC web site then utilities will consider the ESP uncertified.</p> <p>A discussion then took place on the time frame a utility would consider an inactive ESP returning to a service territory requesting activation; the ESP may be required to complete compliance testing again as well as reauthorization. Most utilities felt it had more to do with changes in systems, standards or documents rather than time.</p> <p>Action Item: Barry Scott will write a standard for utilities and providers concerning authorization and reauthorization in a service territory. This will be distributed prior to the next meeting and discussed at the next meeting.</p>
8	Issue 106 – Develop a document showing all agreed upon billing business rules	Evelyn Dryer	<p>Shirley stated there is a document titled "Status Report to the ACC" which includes a section concerning Billing.</p> <p>Action Item: Participants will review the document (starting on pg. 66) on the website and be prepared to discuss it at the August 15th meeting.</p> <p>Action Item: Look at all the resolved billing issues to see if there is any agreed upon business rules.</p>
9	New Issues	Evelyn Dryer	Assigned Issue 143 to Staff and asked the group if anyone was aware of North American Energy Standards Board, Retail Electric Quadrant. The group is requesting information on establishing uniform business practices for the electric retail market. Their questionnaire was distributed to the group.
10	Set Next Agenda and Future Meeting Times	Evelyn Dryer	The group set the agenda for the August 15, 2002 meeting. Trico will be responsible for the minutes.
11	Meeting Evaluation	Evelyn Dryer	The group provided feedback.
12	Adjourn Meeting	Evelyn Dryer	The meeting was adjourned.

Any of the above agenda items may be voted on and approved as a standard by the PSWG

Participants at the July 18, 2002 PSWG meeting were as follows:

Name	Organization (new e-mail address, if appropriate)
Andreasen, Erinn	Commission Staff
Aycock, Kimarie	APS
Carrel, Greg	SRP
Cassidy, Pat	Srp
Cobb, Anne	Trico
Dryer, Evelyn	TEP
Flood, Kathy	SRP
Fregoso, Judy	TEP
Gillooly, Tony	TEP
Keene, Barbara	Commission Staff
Pichoff, Darrel	KRSaline
Renfro, Shirley	Pinnacle West
Schenk, Jenine	APS
Scott, Barry	SSVEC
Taylor, Paul	R.W. Beck / Citizens
Wallace, John	GCSECA